

## Employee's Checklist for Worker's Compensation

Employee reports any work-related injury or illness to his/her supervisor. The supervisor arranges for any **immediate medical attention** required, after which:

- ❑ 1. **Before seeking medical treatment (or within 24 hours following emergency medical treatment)** the employee or his/her medical provider must call the state insurer's Utilization Review agent for pre-approval of treatment: **1-800-266-7991** (Call after Notice of Injury is submitted.) You must also call this number for additional treatment, ie. physical therapy or to see a specialist. For questions, contact Human Resources, Workers Compensation Specialist at 545-6114.
- ❑ 2. **Within 48 hours of the injury:** the supervisor and employee complete, sign and forward the *Notice of Injury Report* to Human Resources (325 Whitmore Administration Building). The employee's completed *Authorization for Release of Medical Information* (attached to the NOI) form is submitted at the same time.
- ❑ 3. **If the employee is out more than 5 calendar days,** the supervisor :
  - ❑ Submits a completed *Form 101* to Human Resources (325 Whitmore),
  - ❑ Contacts the employee to verify if he or she wants to use accrued time until WC is approved and submits Time & Attendance accordingly.
- ❑ 4. **After receipt of the Form 101** by HR, the WC agent sends the employee a packet of information that includes 2 forms to be completed promptly and returned to HR:
  - ❑ *Physician's Report*,
  - ❑ *Concurrent Employment Review Form*.
- ❑ 5. HR sends a memo and PA to the Department confirming that the Form 101 has been received and employee's PeopleSoft status is PLA/WKC.

The Department continues reporting Time & Attendance in keeping with the employee's instructions until WC has been approved or denied.
- ❑ 6. HR sends a memo to the Department confirming approval / denial of the WC claim. If approved, department begins submitting Time & Attendance using IAI code until further notice. (IOD/IAI codes are used for IBPO members.)
- ❑ 7. **Employee notifies his or her supervisor of the return to work date. The department notifies HR as soon as possible,** lest the employee be overpaid by the WC agent.
- ❑ 8. Human Resources copies the department on a PA returning the employee to active duty in PeopleSoft.